

NIH Dietetic Internship

Policies and Procedures

Created June 2007

Last Updated: August 31, 2008

NIH Dietetic Internship

POLICIES AND PROCEDURES

PROGRAM POLICIES	PAGE
Program Costs	3
Financial Aid	4
Protection of Privacy	5
Access to Personal Files	6
Physical Examination	7
Medical Insurance	8
Professional Liability Insurance	9
Intern Expectations	10
Preceptor Roles and Responsibilities	11
Internship Director Roles and Responsibilities	12
Graduation	13-14
Program Withdrawal	15
Rotation Schedules	16
Rotation Assignments	17-18
Documentation	19
Rotation Evaluation	20
Outplacement Rotations	21
Optional Rotations	22-23
Repeating Rotations	24-25
Class Day Program	26
Class Day Schedules	27
Joint Class Days	28
Projects	29
Prior Learning	30
Program Evaluation	31-32
Discipline	33
Termination	34
Program Attendance	35
Leave	36-37
Vacation	38
Observance of National Holidays	39
Inclement Weather	40
Dress Code	41-42
Smoking	43-44
Conduct and Behavior	45
Access to Support Services	46
Parking and Transportation	47
Ethics	48
IT Security	49
Fair Labor Standards	50
Equal Opportunity and Diversity Management	51
Grievances	52-54
Filing Complaints with CADE	55

NIH Dietetic Internship

POLICY on PROGRAM COSTS

The NIH Dietetic Intern is responsible for all housing, transportation, and personal living costs including meals while on duty and transportation costs to and from all rotations. The intern is also responsible for the cost of any approved conferences she/he chooses to attend outside of the program.

PROCEDURE

Listed below are the fees for the program:

There is no application fee.

There is no tuition.

There is no stipend for the program.

Estimated expenses and costs:

It is difficult to rent a unit in the DC metropolitan area for less than \$750.00 per month (shared housing unit). For a ten month program, this would cost approximately \$7500.00+ (excluding utilities). Each intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that interns find housing within one-hour commute of campus and most of the off-campus rotation sites.

\$2,000.00 for food

\$ 500.00 for miscellaneous personal needs

\$1300.00 for transportation and parking (Interns will be given access to free parking on the NIH campus for work purposes.)

\$1200.00 + for insurance (auto, medical, professional liability)

\$12,500.00 total estimated expenses

NIH Dietetic Internship

POLICY on FINANCIAL AID

Financial assistance is available to dietetic interns through the American Dietetic Association Foundation's scholarship program. For further information, scholarship opportunities, and applications, contact the American Dietetic Association Foundation.

The [Edith A. Jones Scholarship](#) is a scholarship granted only to interns accepted to the NIH Dietetic Internship. Contact the American Dietetic Association Foundation for information and an application. Interns must apply for this scholarship at the same time application is made to internship programs. It is important for prospective interns to follow all application directions available from the American Dietetic Association.

NIH Dietetic Internship

POLICY on PROTECTION OF PRIVACY

Nutrition Department Internship files of every NIH Dietetic Intern (from current and past classes) are kept in locked file cabinets. All information in the intern's Nutrition Department Internship file is private and confidential except for projects the intern has completed, which are widely disseminated among our staff of registered dietitians, discussed at meetings, and often presented by interns to dietitians or other health professionals at the NIH Clinical Center.

The Internship Director, Clinical Nutrition Services Chief, and Department Chief of the Nutrition Department have access to interns' confidential Nutrition Department Internship files.

Interns have the right to review their personal Nutrition Department Internship file.

PROCEDURE

Nutrition Department Internship files remain in locked file cabinet drawers unless being used by the Internship Director or reviewed by the Clinical Nutrition Services Chief or Department Chief of the Nutrition Department.

Each intern has the right to review her or his personal Nutrition Department Internship file per the policy on access to personal files.

NIH Dietetic Internship

POLICY on ACCESS TO PERSONAL FILES

The NIH Dietetic Intern has access, upon request, to her/his Nutrition Department Internship file at all times. However, no files are to be taken home or out of the Department office.

PROCEDURE

The intern asks the Internship Director in writing to see his/her Nutrition Department Internship file. The Internship Director gives the file to the intern and sits with the intern while she/he reviews her/his file. The intern returns the file when finished to the Internship Director.

NIH Dietetic Internship

POLICY on PHYSICAL EXAMINATION

The NIH Dietetic Intern must agree to an in-house physical examination to be performed by the NIH Clinical Center Department of Occupational Medicine. The Intern must be deemed “fit for duty” prior to their first internship rotation.

PROCEDURE

The intern will undergo a physical examination at Occupational Medical Service (OMS) during the Orientation weeks of the program.

The intern must be deemed “fit for duty” prior to their first internship rotation.

Prior to their first internship rotation, the intern must present proof of two (2) negative Tuberculin skin test results within 12 months. (OMS will provide this service during the physical examination free of charge.) If the Intern has a positive Tuberculin skin test result, she/he must be further evaluated by a physician at the intern’s own expense. Applicants or interns with active Tuberculosis are ineligible for the internship.

Prior to their first internship rotation, the intern must present proof of MMR and chicken pox vaccination (or positive titers). (OMS will draw blood and check for titers during the physical examination free of charge, but OMS does not provide these vaccinations for Interns.)

Interns are eligible for a vaccine for Hepatitis B and influenza, based on OMS policies.

NIH Dietetic Internship

POLICY on MEDICAL INSURANCE

The NIH Dietetic Intern is required to carry medical insurance throughout the entire program. Should the intern be injured or ill at the NIH or at an outside affiliate rotation, the interns' medical coverage would take effect to cover all costs.

PROCEDURE

Acquiring and maintaining medical insurance is the responsibility of the intern.

The intern must submit a copy of medical insurance coverage to the Internship Director approximately one month prior to the start of the program.

Should the intern become injured or ill during the program, the intern's medical coverage would take effect to cover all medical costs.

NIH Dietetic Internship

POLICY on PROFESSIONAL LIABILITY INSURANCE

Each NIH Dietetic Intern is required to carry Professional Liability insurance throughout the entire program.

PROCEDURE

The cost of the coverage is the responsibility of the intern.

Information on obtaining professional liability insurance will be distributed to the intern by the Internship Director prior to the start of the program.

Interns must submit copies of proof of professional liability insurance coverage to the Internship Director approximately one month prior to the start of the program.

NIH Dietetic Internship

POLICY on INTERN EXPECTATIONS

To facilitate learning and achieve the mission of the NIH Dietetic Internship, interns enrolled in the program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination from the program.

RESPONSIBILITIES of the INTERN:

1. It is the responsibility of each intern to be familiar with all policies and procedures and to refer to them to answer policy and procedure questions.
2. It is the responsibility of each intern to complete objectives, learning experiences, reading assignments, and projects by due dates.
3. Interns are expected to be punctual and available throughout the rotation.
4. Interns are expected to behave in a manner consistent with the ADA Code of Ethics at all times.
5. Interns are expected to represent the NIH in an appropriate manner and appearance when visiting affiliations, class days and field observations.
6. Interns are expected to be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
7. Interns are expected to maintain confidentiality of all information discussed within the hospital and department.
8. Interns are expected to communicate with preceptors throughout each rotation and the program.
9. Interns are expected to inform preceptors and the Internship Director of any change in his/her schedule in a timely manner and to accept program changes that may arise.
10. Interns are expected to maintain a positive and hard-working attitude.

NIH Dietetic Internship

PRECEPTOR ROLES AND RESPONSIBILITIES

Preceptors for the NIH Dietetic Internship are dedicated to teaching interns the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor's area of specialty.

RESPONSIBILITIES of the PRECEPTOR:

1. To foster a learning environment.
2. To encourage interns to seek additional knowledge.
3. To demonstrate commitment to the rotation.
4. To facilitate open communication throughout the rotation.
5. To expose the intern to appropriate resources for the rotation.
6. To provide constructive oral and written feedback on performance; both what the intern did well and what the intern needs to work on.
7. To demonstrate adequate knowledge base and technical expertise to effectively precept.
8. To promote professionalism.
9. To treat each intern as a valued asset to the service.
10. To discuss goals, objectives, and expectations for the rotation at the beginning of the rotation and to strive to meet those goals.

NIH Dietetic Internship

INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES

The Director of the NIH Dietetic Internship will direct and coordinate the internship program.

RESPONSIBILITIES of the DIRECTOR:

1. To orient the intern to the program.
2. To ensure adequate training for preceptors.
3. To develop schedules for the program.
4. To plan and schedule class days.
5. To organize rotations throughout the year.
6. To review appropriateness of rotation packets.
7. To coordinate with preceptors the objectives, learning experiences and projects for the intern for that rotation.
8. To monitor and evaluate the intern's progress in each rotation throughout the year.
9. To ensure interns are meeting all Commission on Accreditation for Dietetics Education core competencies.
10. To counsel and guide the intern.
11. To serve as a role model.
12. To serve as a mentor.
13. To serve as an advocate for the intern when appropriate and justified.
14. To act as a liaison between the preceptor and intern as needed.
15. To search for appropriate and quality opportunities that strengthen the program
16. To develop appropriate partnerships with outside organizations that strengthen the program.
17. To develop and enforce policies and procedures.
18. To oversee the program's fiscal resources.
19. To direct the selection and procession of new interns.
20. To market the program and recruit quality applicants to the program.
21. To evaluate and revise the program as needed to improve quality and meet American Dietetic Association requirements.
22. To be involved in the American Dietetic Association activities that strengthen the quality of the internship program.
23. To maintain currency in education and training and revise the program as needed to ensure interns are being training in current dietetics skills.
24. To maintain the program's accreditation with the Commission on Accreditation for Dietetics Education.

NIH Dietetic Internship

POLICY on GRADUATION

The NIH Dietetic Intern must meet graduation requirements consistent with successful completion of the NIH Dietetic Internship program. Upon successful completion of the program, the intern will receive a Verification Statement.

PROCEDURE

On the first day of the program, the Internship Director will verbally review the Graduation Policy Agreement with the class of interns. The intern must sign and date the Graduation Policy Agreement outlining graduation requirements on the first day of the program. If the intern refuses to sign the Agreement, she/he will not be allowed to participate in the program. The Agreement will be filed in each intern's personal Nutrition Department Internship file.

The Graduation Policy Agreement states that NIH Dietetic Interns must successfully complete all rotation, project, attendance, and behavior requirements and must follow all policies and procedures of the NIH Dietetic Internship in order to graduate from the NIH Dietetic Internship. The Agreement details remedial action that will be taken if an intern does not complete requirements or follow policies and procedures.

NIH Dietetic Internship

GRADUATION POLICY AGREEMENT

NIH Dietetic Interns must successfully complete all rotation, project, attendance, and behavior requirements and must follow all policies and procedures of the NIH Dietetic Internship in order to graduate from the NIH Dietetic Internship.

Rotation Requirements:

- 1) Interns must successfully complete each rotation as defined on the rotation evaluation form.
- 2) If an intern does not successfully complete a rotation, the Internship Director will determine whether the intern must complete supplemental work or repeat the rotation.
 - a) If the intern must complete supplemental work, the work will be assigned on the "Evaluation Addendum for Supplemental Work" form by the preceptor and/or Internship Director. The intern must complete the supplemental work to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the supplemental work, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the supplemental work, the Internship Director will require the intern to repeat the rotation.
 - b) If the intern must repeat the rotation, that requirement will be indicated on the "Evaluation Addendum for Supplemental Work" form by the Internship Director. The intern must complete the repeated rotation to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the repeated rotation, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

Project Requirements:

- 1) Interns must successfully complete each project within the allotted time.
- 2) Projects not successfully completed within the allotted time must be successfully modified according to the directions of the preceptor or Internship Director.
- 3) If projects are not modified according to the directions of the preceptor or Internship Director, the intern may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)
- 4) Interns must fully participate in group projects, defined as completing a fairly allotted workload within the project. Interns who do not fully participate in group projects may be asked to complete a similar but independent project.

Attendance Requirements:

- 1) Interns must abide by attendance and leave policies.
- 2) Interns who experience an extended emergency or illness may request a leave of absence and permission to complete the program at a later date. The NIH Dietetic Internship is open to reasonable accommodation for extended emergencies or illnesses, but the intern must submit a written request for the leave of absence including amount of time off needed, reason for the extended leave of absence, and timeline for returning to the program.
- 3) Interns who do not abide by attendance and leave policies may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)

Behavior Requirements:

- 1) Interns must abide by all policies and procedures of the NIH Dietetic Internship.
- 2) Interns who do not abide by behavior policies may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)

I acknowledge receipt and understanding of graduation requirements and agree to abide by them.

_____ (Dietetic Intern) _____ (date)

_____ (NIH Dietetic Internship Director) _____ (date)

NIH Dietetic Internship

POLICY on PROGRAM WITHDRAWAL

An NIH Dietetic Intern may withdraw at any time from the NIH Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

PROCEDURE

1. The intern writes a letter to the Internship Director informing her/him of the withdrawal and the reason for withdrawal.
2. The Internship Director meets with the intern to discuss her/his decision.
3. After the discussion, if the intern decides to remain in the program, the intern resumes her/his usual schedule. The intern writes on her/his original letter that she/he decided to remain in the program. The intern and Internship Director sign and date the letter. The letter is filed in the intern's Nutrition Department Internship file.
4. After the discussion, if the intern decides to withdraw from the program, the intern withdraws immediately. The intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the intern's Nutrition Department Internship file.

NIH Dietetic Internship

POLICY on ROTATION SCHEDULES

Rotations are scheduled to provide NIH Dietetic Interns a minimum of 1200 hours supervised practice experience. Rotations are scheduled according to the category divisions in the table below. During Orientation, interns receive a master tentative schedule for the year. However, a few changes usually occur because of unforeseen circumstances and intern preferences. The Internship Director will work closely with interns to keep them up to date on any required schedule changes and to attempt to accommodate intern requests that may improve learning experiences. However, the Internship Director has the authority to make final decisions regarding schedule changes.

PROCEDURE

The master rotation schedule is posted on the Nutrition Department networked server (NUTRshare) in the folder "RD and Intern Schedules." Interns are notified about all schedule changes so they can print a fresh copy for their records.

Rotation schedules will be discussed during routine class day "weekly update" meetings between interns and the Internship Director. Both parties will work together to make sure the schedule is working for the betterment of all.

Rotation	# of Weeks
Orientation	3
Clinical at NIH	14
Clinical Outplacement	3
Research at NIH	4
Clinical/Research Management at NIH	2
Foodservice Management and Administration at NIH	6
Community: Montgomery County School Food and Nutrition Services	1
Other	1
Practicums: Nutrition and Cancer Prevention Research Practicum	1
Dietary Supplement Research Practicum	1
Optionals	2
Staff Relief	4
Vacation	2
Projects/Other	1
Total	45

NIH Dietetic Internship

POLICY on ROTATION ASSIGNMENTS

Interns will complete specific rotation assignments during each in-house clinical or research rotation. The standard rotation assignments are outline below.

It is up to the preceptor's discretion to substitute a similar assignment in place of any of these standard rotation assignments. The preceptor should ensure that the substituted assignment meets the same objectives as the standard rotation assignment.

The preceptor should clearly communicate due dates for each assignment to the intern.

The intern and preceptor should assemble all the rotation assignments into one "rotation assignment packet" to give to the Internship Director at the completion of the rotation.

Standard Rotation Assignments

1. Rotation packets have been developed for each rotation. These packets include rotation specific assignments. The rotation packet will be given to the intern before the rotation starts so that the intern can complete some pre-rotation work.

2. "Rotation Goals and Expectations" form – 1 per rotation

A "Rotation Goals and Expectations" form will be filled out by the intern and preceptor at the beginning of each rotation. The intern will list their goals for the rotation and the preceptor will list their expectations of the intern for the rotation. The preceptor will review this form with the intern at the completion of the rotation to assess whether or not the goals and expectations were met. This form will be given to the Internship Director as part of the rotation assignment packet.

3. "Nutrition Assessment" form – 2 per rotation (suggested 1 per week for 2-week rotations)

A "Nutrition Assessment" form has been developed to guide the nutrition care process. Interns will use this form or another similar form used by their preceptor to assess patients' nutritional status and needs. It is important that interns understand all issues addressed on this form for every patient. Throughout each rotation, preceptors may ask interns to present a patient and would expect interns to be able to discuss information indicated on this form. At the end of each rotation, interns will give two completed "Nutrition Assessment" forms to their preceptor for general review, although preceptors may ask to review these forms at any time during the rotation. The preceptor will review the forms with their intern, discuss questions with the intern, and confirm an acceptable level of understanding of information on the forms. At the end of the rotation, these forms will be given to the Internship Director as part of the rotation assignment packet. The Internship Director will also review documentation entered into CRIS for patients identified on these forms. Finally, these forms will be used by interns for oral presentations as scheduled or requested.

4. "Nutrition Paper" assignment – 1 per rotation

During each rotation, interns will write a **2-3 page report** on a nutrition topic assigned by the preceptor. For this project, interns will be required to read approximately 3-6 articles approved by the preceptor and will write the report according to guidelines provided by the preceptor. The intern will turn in the completed paper to the preceptor. The preceptor will review the paper with their intern to confirm the guidelines were followed at an appropriate level. The preceptor may ask the intern to rewrite sections of the paper to better meet the guidelines. At the end of the rotation, the paper will be given to the Internship Director as part of the rotation assignment packet.

5. “Protocol Review” form – depends on rotation

A “Protocol Review” form has been developed to guide interns’ understanding of research protocols. Depending on the rotation, interns may be asked to complete the form and give the completed form to their preceptor for review. The preceptor will review the form with their intern to confirm an acceptable level of understanding. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

6. “Lab Analysis” form – depends on rotation

A “Lab Analysis” form has been developed as a tool for an in-depth review of lab values. Interns attend classes on the nutritional assessment of lab values as part of the Clinical Nutrition Skills Module. Classes introduce the subject matter and provide a basic level of understanding to start rotations. Full understanding can only occur with experience. Depending on the rotation, interns may be asked to complete a lab analysis form for a lab pertinent to the rotation. The intern will turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding of the lab value. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

7. “Nutrition Formulary Item” form – depends on rotation

“Nutrition Formulary Item” forms have been developed to enhance interns’ knowledge of nutrition supplements on the NIH Nutrition Department formulary. Interns attend a class on the formulary and taste test many formulary products during Orientation and receive copies of the formulary cards. Depending on the rotation, interns may be asked to complete the form and turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding of the formulary item. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

8. “Patient Education Material” form – depends on rotation

During Orientation, interns will “tour” the patient education material library. This tour includes a discussion of the types of materials available, the process for monitoring usage and ordering materials, the process for approving new materials and revising old materials, and highlights of sample materials. Interns will then complete an in-depth review of one patient education material during some rotations (some rotations have alternate experiences). The intern will turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

NIH Dietetic Internship

POLICY on DOCUMENTATION

All medical chart notes written by an NIH Dietetic Intern must be co-signed by the preceptor on the same day that the note is written.

At the completion of the first clinical rotation, the preceptor of the first clinical rotation will determine if the intern is competent to screen patients without the co-signature of a preceptor. Once an intern is deemed competent to screen patients without a co-signature, this is documented and the document is filed in the intern's Nutrition Department Internship file.

PROCEDURE

1. The intern signs the note as follows: First initial. Last Name, Dietetic Intern
2. The intern records a list of all patients that he/she has seen on whatever form the facility requires.
3. The preceptor and intern determine a time of day for the intern to give the list to the preceptor.
4. The preceptor is responsible for reviewing and co-signing all intern notes.

NIH Dietetic Internship

POLICY on ROTATION EVALUATION

NIH Dietetic Interns receive written and verbal evaluations throughout the program. On the first day of each rotation or prior to the first day, the intern and rotation preceptor meet to discuss the goals and objectives for the rotation, preceptor expectations, assignments for the rotation, hours of the rotation, and any questions the intern may have about the rotation packet. Standardized evaluation forms are used for every rotation, though some rotations may have evaluation categories (within the form) unique to the rotation.

During Orientation, NIH Dietetic Interns receive copies of evaluation forms. It is the responsibility of each intern to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the preceptor, intern, and Internship Director by the specified date, usually on the last day of the rotation or soon thereafter. The preceptor will meet individually with the intern to review the evaluation. Both the preceptor and the intern will sign the evaluation form. The original evaluation form, signed by the preceptor and the intern, will be given to the Internship Director. Each intern has the option of making a copy for her/his own records. All evaluation forms are filed in each intern's Nutrition Department Internship file, and interns have access to the files.

PROCEDURE

1. Interns receive copies of evaluation forms during Orientation.
2. The intern will review the evaluation form as well as goals and objectives for the rotation, preceptor expectations, assignments, and hours for the rotation on the first day of the rotation or prior to the first day.
3. The intern records her/his goals and objectives for the rotation on a standardized form for this purpose and signs this form
4. The preceptor records expectations for the rotation on a standardized form and signs the form.
5. At the completion of the rotation (usually on the last day or soon thereafter), the preceptor will review the final evaluation with the intern. This evaluation will be signed and dated by the preceptor and the intern.
6. Signed and dated evaluation forms are given to the Internship Director for review. The Internship Director will sign and date the form after reviewing it and place it in the intern's Nutrition Department Internship file.
7. The intern has the right to make a copy of the evaluation form for his/her own use.
8. See the Policy on Repeating a Rotation or Alternate Supplemental Work for information relevant if an intern does not successfully complete a rotation.

NIH Dietetic Internship

POLICY on OUTPLACEMENT ROTATIONS

NIH Dietetic Interns participate in a limited number of outplacement rotations that provide experiences unavailable at the NIH Clinical Center.

The NIH Dietetic Internship maintains formal training agreements with each outplacement rotation facility. These agreements are renewed yearly.

During outplacement rotations, NIH Dietetic Interns are required to follow policies and procedures at each facility.

PROCEDURE

The intern prepares herself/himself for the outplacement rotation or field observation per the training plan for each rotation.

Outplacement preceptors evaluate interns. The outplacement preceptor will forward the evaluation form to the NIH Dietetic Internship Director by either email or regular mail. After each rotation, the intern reviews the evaluation.

NIH Dietetic Internship

POLICY on OPTIONAL ROTATIONS

NIH Dietetic Interns have the opportunity to pursue two weeks of optional rotation experiences. Interns independently explore opportunities and schedule experiences ranging from ½ day to 4 days in length. All optional rotation experiences must be approved by the Internship Director and the rotation must be in a supervised practice setting related to the practice of dietetics and/or nutrition research.

At the end of each optional rotation, interns will complete an evaluation form for the rotation.

PROCEDURE

Interns investigate rotation options, have experiences approved by the Internship Director, schedule experiences, and evaluate each optional rotation.

Planning:

Previous optional rotations have been planned in hospitals, research facilities, clinics, industry, and business. You do not have to stay in the area for the optional rotations; if you feel an experience in a different locale would enhance your internship and provide valuable contacts for a future job, you are encouraged to pursue those opportunities. Interns are encouraged to be creative when planning optional rotations. The Internship Director will provide guidance as needed.

Dates:

The planning should start in December, so start thinking of ideas!

Where have previous interns rotated?

Various Pediatric Hospitals and Clinics

American Dietetic Association (Washington, DC)

USDA Beltsville Human Nutrition Research Center (Beltsville, MD)

Cooper Clinic (Texas)

Duke University Fitness Center (North Carolina)

Inova Fairfax Hospital (Fairfax, VA)

Center for Nutrition Policy and Promotion (CNPP) (Alexandria, VA)

Northern Virginia Home Health Care Program

Shape Up America

American Cancer Society

Southern Living

Steritech Food Safety Co (North Carolina)

Georgetown University's Lombardi Cancer Center

Ross Corporation (Ohio)

Food and Friends, a community program in DC that provides nutrition services to HIV+ individuals and persons with cancer.

**Optional Rotation – Intern’s Feedback
NIH Dietetic Internship**

Location of Rotation:

Name of Preceptor:

Contact Information for Preceptor/Rotation:

Dates of Rotation:

Type of Organization:

Description of Services Provided by Organization:

Overview of What You Did in Rotation:

Would you recommend this optional rotation to other interns?

Other Comments:

NIH Dietetic Internship

POLICY on REPEATING A ROTATION OR ALTERNATE SUPPLEMENTAL WORK

NIH Dietetic Interns are required to successfully complete each rotation. The following procedures direct actions required if an intern does not successfully complete a rotation.

PROCEDURE

- 1) Interns must successfully complete each rotation as defined on the rotation evaluation form.
- 2) If an intern does not successfully complete a rotation, the Internship Director will determine whether the intern must complete supplemental work or repeat the rotation.
 - a) If the intern must complete supplemental work, the work will be assigned on the "Evaluation Addendum for Supplemental Work" form by the preceptor and/or Internship Director. The intern must complete the supplemental work to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the supplemental work, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the supplemental work, the Internship Director will require the intern to repeat the rotation.
 - b) If the intern must repeat the rotation, that requirement will be indicated on the "Evaluation Addendum for Supplemental Work" form by the Internship Director. The intern must complete the repeated rotation to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the repeated rotation, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

Evaluation Addendum for Supplemental Work NIH Dietetic Internship

If the dietetic intern did not successfully complete the rotation (as defined on the rotation evaluation form), this addendum should be completed indicating required supplemental work.

Rotation and Preceptor: _____

Dietetic Intern: _____

Supplemental Work Required:

Assignment	Date Completed	Observed by (please sign)

Supplemental work must be completed to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation. When supplemental work is successfully completed, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.

At time of assignment of supplemental work:

Signature of Intern _____ Date _____

Signature of Preceptor _____ Date _____

Signature of Internship Director _____ Date _____

At time of successful completion of supplemental work:

Signature of Intern _____ Date _____

Signature of Preceptor _____ Date _____

Signature of Internship Director _____ Date _____

NIH Dietetic Internship

POLICY on CLASS DAY PROGRAM

The NIH Dietetic Internship has a comprehensive class day didactic program that strengthens clinical, research, community, policy, food systems, management, and presentation skills. The program enhances interns' understanding and awareness of current nutrition issues.

PROCEDURE

During **Orientation**, interns participate in a series of classes including the Clinical Nutrition Skills Module as well as other classes that provide a foundation for internship rotations.

- The **Clinical Nutrition Skills Module** reviews the ADA Nutrition Care Process, nutrition screening, nutrition assessment (including assessment of laboratory values), documentation, clinical care guidelines, assessment of energy and protein status and needs, and various tools that will be used during clinical rotations.

After Orientation and throughout the year, interns participate in one class day per week, except for weeks containing a holiday and weeks towards the end of the internship. These class days are either joint class days or in-house class days.

- **Joint class days** are sponsored by dietetic internships in the metropolitan DC area. These class days are with dietetic interns from other programs in the metropolitan DC area. Classes held outside of NIH provide dietetic interns with exposure to the varied opportunities available in the field of nutrition. Field trips are planned to take advantage of the resources in the Washington, D.C. area such as the Food and Drug Administration, Capitol Hill and local community nutrition programs. (See Policy on Joint Class Days for more information.)
- **In-house class days** are usually on Fridays and are taught by staff RDs, RNs, MDs, and other health care professionals as indicated. A few in-house class days take the form of fieldtrips. Interns also attend some NIH sponsored lectures and conferences in lieu of in-house class days.

Interns participate in two practicums sponsored by NIH which are each one-week long.

- The **Nutrition and Cancer Prevention Research Practicum** is jointly sponsored by the NCI Office of Cancer Prevention and the NIH Clinical Center Nutrition Department. This program includes lectures on current research on nutrition and cancer prevention as well as communication and ethics.
- The **Dietary Supplement Research Practicum** is sponsored by the Office of Dietary Supplements.

NIH Interns also have the opportunity to attend **The Introduction to the Principles and Practice of Clinical Research** (IPPCR), a study curriculum on how to effectively conduct clinical research. The program trains researchers on how to design a successful clinical trial by focusing on epidemiologic methods, study design, protocol preparation, patient monitoring, quality assurance, and FDA issues. Other areas covered include data management and ethical issues, including protection of human subjects. The course is offered yearly at the NIH Clinical Center. A certificate is awarded upon successful completion of the course, including a final exam. This class is of particular interest to health professionals training for a career in clinical research. For additional information on this class, please refer to: <http://www.cc.nih.gov/training/training/ippcr.html>

NIH Dietetic Internship

POLICY on CLASS DAY SCHEDULES

The NIH Dietetic Internship has a comprehensive class day didactic program that strengthens clinical, research, community, policy, food systems, management, and presentation skills. The program enhances interns' understanding and awareness of current nutrition issues.

The class day didactic program includes Orientation, joint class days, in-house class days, practicums, and courses. Orientation is the first three weeks of the internship. After Orientation, interns participate in one class day per week, except for weeks containing a holiday and weeks towards the end of the internship. Interns participate in two practicums which are each one-week long. The didactic program is scheduled so as to ensure that interns experience a minimum of 1200 supervised practice hours during the internship.

PROCEDURE

Class Day schedules are posted on the Nutrition Department networked server (NUTRshare) and forwarded to interns from one to several weeks in advance. Schedules are labeled by date and include activities, preceptor for activities, and times of each activity.

Class Day schedules will be discussed during routine class day "weekly update" meetings between interns and the Internship Director. Both parties will work together to make sure the schedule is working for the betterment of all and that intern needs are being considered. Some classes are standardized from year to year (e.g. classes on the ADA Nutrition Care Process) but other classes are added as indicated per intern needs (e.g. classes on nutrition support are usually modified yearly per each class's needs).

NIH Dietetic Internship POLICY on JOINT CLASS DAYS

Each year DC metropolitan area dietetic internships sponsor joint training programs. NIH Dietetic Interns will follow attendance and dress code policies for these programs.

PROCEDURE

The joint class day schedule is organized in June and July of each year by area dietetic internship directors. These classes are incorporated into the master schedule of the NIH Dietetic Internship which is given to NIH Dietetic Interns during Orientation.

Here is a brief description of common joint class days. Changes in the schedule may occur.

Army / Human Genome Day

Interns learn about the Army's food service system, Meals Ready-to-Eat (MREs), and nutrigenomics. (Sponsored by Walter Reed Army Dietetic Internship.)

CAM and Public Policy Day

This program exposes interns to complementary and alternative medicine as well as public policy issues. (Sponsored by NIH Dietetic Internship and Virginia Tech NOVA Dietetic Internship.)

Critical Care and Burns Day

This program provides an overview of nutrition and critical care and exposure to a Shock Trauma Unit. (Sponsored by University of Maryland Medical System Dietetic Internship.)

Food and Friends

Interns get a chance to learn about a community nutrition organization that provides food services for people with HIV and Cancer. (Sponsored by Virginia Tech NOVA Dietetic Internship.)

Long Term Care / Geriatrics / Kosher Diet Review Day

Interns learn about nutrition needs and regulations relevant to long term care facilities and geriatrics. A review of the Kosher diet is also provided. (Sponsored by Sodexo Dietetic Internship.)

Nutrition, Communication, and Information Management Day

This program orients interns to USDA's National Agricultural Library, Food and Nutrition Information Center, Food Safety and Inspection Service, and Food Safety Research Information Office. (Sponsored by University of Maryland College Park Dietetic Internship.)

Research Day

The NIH Dietetic Internship sponsors "Research Day". The purpose is to expose area dietetic interns to the nutrition research process and to showcase RD involvement in research at the NIH Clinical Center.

Weight Management and Disordered Eating Day

This program provides a review of eating disorders such as anorexia and bulimia and a review of nutrition needs following bariatric surgery. (Sponsored by Johns Hopkins Bayview Medical Center Dietetic Internship.)

Sports Nutrition Day (pending scheduling by outside group)

FDA Day (pending scheduling by outside group)

NIH Dietetic Internship

POLICY on PROJECTS

NIH Dietetic Interns complete approximately 10 major projects throughout the year. These projects enhance professional and technical skills by providing experience in technology, writing, and giving presentations.

PROCEDURE

NIH Dietetic Interns complete projects as scheduled and according to guidelines for each project. Specific guidelines are provided prior to the start of each project. Changes in the projects may occur based on opportunities available each year.

Project

Nutrition Poster

(2 interns will partner for each topic) Interns research a topic, develop a poster on power point that incorporates graphics and follows the determined theme, and have it printed and posted as indicated/needed.

Preceptor

Internship Director and 2 RD preceptors

Mini-Project: Nutrition Department Newsletter Article

(Individual project) Interns write a brief article for the Nutrition Department Newsletter.

1 RD preceptor

Structured Debate

(2 interns will partner for each side of the debate) Interns research a topic and debate both sides of the topic.

2 RD preceptors

Six Minute Presentation

(Individual project) Interns research a topic, develop a power point presentation, and have 6 minutes to present it.

Internship Director and 1 RD preceptor

Patient Education Material

(Individual project) Interns select a topic from a pre-determined list and develop a patient education material and pilot test it.

Primary RD preceptor and 4 RD preceptors

National Nutrition Month – depends on schedule

(Group project) Interns plan and implement nutrition education activities for National Nutrition Month.

1 RD preceptor

Community School

(Group project) Interns will screen and assess nutrition needs of this population, develop and conduct a nutrition education project to address findings of the assessment, and conduct follow-up evaluation.

Pediatric RD preceptor

Clinical Case Study

(Individual project) Interns select an interesting patient and write a case study on the patient's diagnosis, protocol, and nutrition care.

Internship Director and 4 RD preceptors

Formulary Project – depends on schedule

(Group project) Interns work on a project related to the Nutrition Department formulary based on needs of the department and current issues in the field.

1 RD preceptor

Research Project – depends on schedule

(Individual or group project) Interns develop, carry out, and present a research project.

2 RD preceptors

NIH Dietetic Internship

POLICY on PRIOR LEARNING

The NIH Dietetic Internship does not allow exemption from any dietetic internship rotations or assignments because of prior education courses or experiences.

NIH Dietetic Internship

POLICY on PROGRAM EVALUATION

The NIH Dietetic Internship undergoes yearly evaluation through

- evaluations of dietetic interns
- rotation and preceptor evaluations by dietetic interns
- end-of-year evaluations by dietetic interns
- annual review at the Clinical Nutrition Services staff annual retreat
- evaluation of graduates by employers (one year after graduation)
- Advisory Board meetings

Program modifications are made as needed for acute problems or during summer breaks before the new program year to enhance the intern's learning experience or the program itself.

PROCEDURE

Evaluations of Dietetic Interns

1. Interns receive copies of evaluation forms during Orientation.
2. The intern will review the evaluation form as well as goals and objectives for the rotation, preceptor expectations, assignments, and hours for the rotation on the first day of the rotation or prior to the first day.
3. The intern records her/his goals and objectives for the rotation on a standardized form for this purpose and signs this form
4. The preceptor records expectations for the rotation on a standardized form and signs the form.
5. At the completion of the rotation (usually on the last day or soon thereafter), the preceptor will review the final evaluation with the intern. This evaluation will be signed and dated by the preceptor and the intern.
6. Signed and dated evaluation forms are given to the Internship Director for review. The Internship Director will sign and date the form after reviewing it and place it in the intern's Nutrition Department Internship file.
7. The intern has the right to make a copy of the evaluation form for his/her own use.
8. See the Policy on Repeating a Rotation or Alternate Supplemental Work for information relevant if an intern does not successfully complete a rotation.

Rotation and Preceptor Evaluations by Dietetic Interns

1. At the end of each rotation, dietetic interns complete evaluation forms on both the rotation and the preceptor.
2. Interns submit these evaluation forms to the Internship Director and Clinical Nutrition Services Chief.
3. The Internship Director will summarize results of these evaluations and incorporate them into a presentation for the annual Clinical Nutrition Services staff retreat.

End of Year Evaluations by Dietetic Interns

1. Three weeks before the end of the internship program each intern will receive a file containing the end-of-year evaluation which asks interns to evaluate overall rotations as well as preceptors.
2. Interns will complete evaluations and return to the Internship Director within 2 weeks.

3. The Internship Director will summarize results of these evaluations and incorporate them into a presentation for the annual Clinical Nutrition Services staff retreat.

Annual Review at Staff Retreat

1. The Internship Director will give a presentation including highlights of the previous internship year, comments from intern evaluations (rotation evaluations and end-of-year evaluations) and any verbal comments received from interns or preceptors.
2. The Internship Director will open the floor to discussion on every aspect of the presentation.
3. As a group, decisions will be made on modifications that would strengthen the program.
4. If needed, the Internship Director will organize work groups to address modifications under considerations.
5. Once final decisions are made, policies / procedures / projects / etc. will be modified accordingly.

Evaluations of Graduates by Employers

1. In May of each year, the Internship Director will contact the previous year's graduates to request approval for forwarding a "Graduate Evaluation Form" to their employer or graduate program director.
2. If given approval, the "Graduate Evaluation Form" will be emailed to each graduates employer or program director.
3. The employer or graduate program director will be asked to complete the evaluation form and return to the Internship Director of the NIH Dietetic Internship via email or regular mail service.
4. The Internship Director will review results, compile them into a report to be shared at the annual Clinical Nutrition Services staff retreat. Results will also be shared at the annual Advisory Board meeting.
5. A copy of each individual evaluation will be placed in the graduate's Nutrition Department Internship file.

Advisory Board Meetings

1. The NIH Dietetic Internship will have a yearly Advisory Board Meeting conducted by the Internship Director.
2. The format of the yearly Advisory Board meeting will include, but not be limited to:
 - Introductions
 - History of the NIH Dietetic Internship
 - Facts and Figures about Applicants and Graduates
 - Career Paths of Graduates
 - Current Learning Model
 - Broad Program Goals and related Outcome Measures
 - Strengths and Weakness of the program
 - Discussion
3. The Internship Director will solicit open feedback by all advisory board members.
4. The Internship Director will report back to the preceptors about results of advisory board meeting and possible program modifications.
5. Minutes of the Advisory Board meeting will be filed in Internship files.

NIH Dietetic Internship

POLICY on DISCIPLINE

The intern is subject to disciplinary action by the Internship Director (or a preceptor with permission from the Internship Director) at any time during the program year when the intern does not abide by NIH Dietetic Internship policies and procedures. Disciplinary action will be appropriate for the policy or procedure violated and may include warnings, suspension, or termination.

PROCEDURE

1. The Internship Director (or a preceptor with permission from the Internship Director) will discuss the occurrence with the intern subject to disciplinary action within two (2) scheduled working days of the occurrence.
2. The Internship Director or preceptor will document such discussion and a copy of each documentation is reviewed by the Internship Director and placed in the intern's Nutrition Department Internship file.
3. After two disciplinary occurrences, the Internship Director and Clinical Nutrition Services Chief will meet with the intern to discuss the problem(s). The Internship Director and Clinical Nutrition Services Chief will determine if the disciplinary occurrences warrant further disciplinary action including termination.
4. After each subsequent disciplinary occurrence, the Internship Director and Clinical Nutrition Services Chief will meet with the intern to discuss the problem(s). The Internship Director and Clinical Nutrition Services Chief determine after each subsequent disciplinary occurrence whether the intern should be terminated from the program.
5. The Internship Director documents each meeting with the intern and the final results of the meeting. All documentation is kept in the intern's Nutrition Department Internship file.

NIH Dietetic Internship

POLICY on TERMINATION

An Intern can be terminated from the NIH Dietetic Internship at any time due to problems in the intern's behavior or performance. It is the Internship Director's discretion to determine if the intern should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate.

PROCEDURE

1. The Internship Director routinely reviews intern evaluations following each rotation, reviews all project work, reviews attendance records, and reviews all disciplinary occurrences.
2. Unsatisfactory evaluations and/or other documentation (e.g. disciplinary occurrences) are reviewed with the Clinical Nutrition Services Chief.
3. If the Internship Director, Clinical Nutrition Services Chief, and Department Chair determine that termination is warranted, they meet and discuss the decision with the intern.
4. If the intern does not agree with the termination, she/he may follow the Grievance Policy and Procedure.
5. If the intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The intern signs the summary and the summary is filed in the Intern's Nutrition Department Internship file. The intern terminates immediately.
6. If the intern files a grievance and the grievance committee determines that the intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's Nutrition Department Internship file. The intern terminates immediately.
7. If the intern files a grievance and the grievance committee determines that the intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's Nutrition Department Internship file. The intern resumes his/her usual schedule.

NIH Dietetic Internship

POLICY on PROGRAM ATTENDANCE

NIH Dietetic Interns are expected to report to duty as scheduled. Interns are scheduled for a minimum of forty hours (40) on-duty work week and project work will require interns to use off-duty time.

Unexcused absences are not acceptable and subject to disciplinary action beginning with counseling.

PROCEDURE

If the intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.

If the intern will be absent, the leave policy should be followed.

NIH Dietetic Internship

POLICY on LEAVE

NIH Dietetic Interns are allowed up to five (5) approved leave days during the internship program. This leave could be due to illness, job interviews, bereavement purposes, personal reasons, or emergencies.

Any leave in excess of the five (5) approved leave days will need to be approved by the Internship Director on a case by case basis and may need to be made up.

At the discretion of the Internship Director, time lost to extensive leave (i.e. more than 2 consecutive days) may need to be made up.

PROCEDURE

For unplanned leave:

The intern will call the preceptor and Internship Director at least 30 minutes prior to the start of his/her scheduled shift to request leave if sick and/or unable to come to work. The Internship Director will notify the intern of whether or not the leave is approved, and the approval may be contingent on the intern providing documentation. Leave for being sick will generally be approved.

The Internship Director will document the information on the "Documentation of Leave Request" form, indicate whether or not the leave was granted, and sign the form.

When the intern returns, the intern will also sign the "Documentation of Leave Request" form.

The intern is given a copy of the form for her/his own records and the Internship Director files the original copy in the Intern's Nutrition Department Internship file.

For planned leave:

The intern, in writing, will request approval for leave from the Internship Director prior to the leave (and as far ahead of time as possible).

The Internship Director will document the information on the "Documentation of Leave Request" form, indicate whether or not the leave was granted, and sign the form. The Internship Director will attach the intern's written request to the form.

When the intern returns, the intern will also sign the "Documentation of Leave Request" form.

The intern is given a copy of the form for her/his own records and the Internship Director files the original copy in the Intern's Nutrition Department Internship file.

NIH Dietetic Internship

Documentation of Request for Leave

Today's date:

Name of Dietetic Intern:

Conversation between Internship Director and Dietetic Intern:

Date of conversation:

Dietetic Intern's statement:

Rest of conversation:

Date of Leave:

Hours of Leave:

Internship Director's decision: _____ **Leave Granted**
_____ **Leave Denied**

Internship Director's signature and date:

The NIH Dietetic Intern acknowledges that a total of five (5) approved leave days are allowed during the program.

Dietetic Intern's signature and date:

NIH Dietetic Internship

POLICY on VACATION

NIH Dietetic Interns will be scheduled for one week of personal vacation during the winter and one week of personal vacation during the spring. Vacations will be scheduled at the discretion of the Internship Director. Interns may request specific weeks for vacation, and attempts will be made to honor those requests if possible, but the Internship Director cannot guarantee that the request can be honored. The Internship Director will determine the actual week selected after considering the needs of the program.

PROCEDURE

During Orientation, each intern will receive a master schedule for the program that includes dates of vacation.

Interns may request alternate weeks of vacation.

The Internship Director will review the schedule to determine whether the request can be honored. The decision of the Internship Director is final.

NIH Dietetic Internship

POLICY on OBSERVANCE OF NATIONAL HOLIDAYS

Consistent with policies of the federal government, NIH Dietetic Interns are entitled to the following holidays, most to be observed on the actual day in which the holiday falls.

1. Labor Day
2. Columbus Day
3. Veterans Day
4. Thanksgiving Day
5. Christmas Day
6. New Year's Day
7. Martin Luther King, Jr Day
8. Presidents Day
9. Memorial Day

Interns may be assigned to work a holiday. If so, the intern will be scheduled off on another day.

PROCEDURE

The master schedule will indicate whether an Intern is expected to work a federal holiday. If an intern works an actual holiday, an alternate day off will be agreed upon by the intern and Internship Director. The alternate holiday will be scheduled within thirty (30) days of the missed actual holiday.

NIH Dietetic Internship

POLICY on INCLEMENT WEATHER

NIH Dietetic Interns are expected to attend class day activities and rotations as scheduled.

In event of inclement weather (e.g. snow or ice):

Class Days:

The Internship Director will determine what the status of the class day is and call and/or email this information to each intern.

NIH rotations:

Interns are considered “non-essential/non-emergency” and should attend the rotation at NIH if NIH is open for non-essential/non-emergency employees.

Outplacement rotations:

The Dietetic Internship Director will determine inclement weather policies with each outplacement preceptor and notify interns of those policies. Interns should also obtain current phone numbers and email addresses of preceptors during each outplacement rotation so they can contact them about such circumstances.

PROCEDURE

During Orientation the Internship Director will discuss inclement weather policies with interns.

Once a decision is made, any additional concerns related to inclement weather that the intern may have can be addressed by contacting the Internship Director via pager, work phone, and/or home phone.

NIH Dietetic Internship

POLICY on DRESS CODE

NIH Dietetic Interns are expected to promote a professional image so they are perceived as professionals by the staff and as caring health professionals by patients. The following standards of appearance have been developed to help guide your clothing selections. Generally, appearance should be relatively conservative but can still be stylish. All clothes must be clean and ironed. If the Internship Director has any concern about appearance, it will be handled individually.

Rotation Attire:

- White lab coats (provided by NIH) are required for clinical rotations and should be worn over professional clothes. Lab coats should be clean and wrinkle-free at all times.
- An identification badge (provided by NIH) is to be worn at all times at collar/shoulder level. The name and picture must be visible.

Acceptable	Unacceptable
For women: Dresses Skirts (no minis, please) Dress pants Khaki pants Dressy capris For men: Dress pants Khaki pants	Shorts Low ride pants that show thongs or underwear Athletic wear, leggings, sweatpants Jeans
For women: Dress tops: sleeveless, short-sleeved, or long-sleeved Spaghetti straps or tank tops only if covered by a jacket or sweater For men: Dress shirts: short-sleeved or long-sleeved Shirts must have a collar Men are encouraged but not required to wear ties during clinical rotations.	Sweatshirts Spaghetti straps without cover Tank tops without cover Low cut tops (tops should not show cleavage) Bare midriffs Sweatshirts Non-collared shirts
During clinical and research rotations: Closed and open toe shoes Hosiery is not required During food service rotations: Closed toe shoes During outplacement rotations: Depends on setting	Flip flops Tennis shoes or shoes that are modeled after tennis shoes Open toe shoes

Joint Class Days, Outplacement Rotations, and Optional Rotations:

Dressier clothes are recommended for joint class days and for outplacement and optional rotations, but you do not need to wear suits. Examples of appropriate wear for these occasions are a twin sweater set and a dressy pair of pants for women or a shirt with tie and dress pants for men.

Food Service Rotation:

Hair must be at or above the collar; long hair must be tied up. Hair restraints must be worn at all times in the kitchen and foodservice areas.

In-house Class Days:

On occasion NIH Dietetic Interns may be allowed to dress more casually for in-house class days; this decision will be made and communicated by the Internship Director. When allowed, casual clothes should still be clean, neat, and pressed.

Jewelry/Nails/Perfume/Makeup:

- Jewelry must be conservative.
- No facial jewelry permitted (except earrings and one small stud nose ring). Body piercings other than the earlobe are not acceptable, however one small stud nose ring will be allowed.
- If you have tattoos, they should not be visible.
- Jewelry shall be limited to:
 - Anklet: not permitted
 - Rings: No more than 2 per hand (not to extend above the knuckle).
 - Earrings: No more than 2 pair may be worn. Earrings should be no larger than two inches in diameter or length.
 - Necklaces: No more than 2
 - Bracelet: No more than 1 to each arm
 - Watch: No more than 1

Nails must be neat and clean and no longer than one-quarter inch from the end of the finger. Acrylic nails are not acceptable. (No nail polish is to be worn in food production areas.)

Perfume, cologne, or other scented products are not allowed on patient care units.

Makeup will be in accordance with rules of good grooming for business hours.

Gum chewing is not allowed during food service rotations and during any patient interactions.

NIH Dietetic Internship

POLICY on SMOKING

NIH Dietetic Interns are required to abide by the NIH Smoking Policy. The following policy is as of January 2, 2007.

POLICY AND COMMUNICATIONS BULLETIN
THE CLINICAL CENTER
Medical Administrative Series

M92-18 (rev.) Jan. 2, 2007

MANUAL TRANSMITTAL SHEET
SUBJECT: Smoking in and around the Clinical Center

PURPOSE

This document sets forth the policy of the Clinical Center regarding smoking by staff, adult inpatients, and visitors in and around the National Institutes of Health (NIH) Clinical Center complex.

SCOPE

This policy applies to all adult inpatients (18 years and older), staff (federal, contract, temporary, volunteer), and visitors of the NIH Clinical Center complex. The Clinical Center complex (also known as the building 10 complex) includes the Mark O. Hatfield Clinical Research Center, the Warren G. Magnuson Clinical Center, the Ambulatory Care Research Facility, and all other areas of the facility.

POLICY

Smoking is strictly prohibited inside the NIH Clinical Center complex (including the parking garages, cars in the garage, and stairwells), within 25 feet of any exterior wall of the Clinical Center complex, within 100 feet from entrances or exits to the Clinical Center and designated areas outside the Clinical Center.

The Clinical Center acknowledges that a strict smoking prohibition may adversely affect selected patients' ability/willingness to participate in clinical research. To assure a safe environment for these patients, the Clinical Center provides a secure, limited access patient smoking space with an environment designed to mitigate patient safety risks and with engineering controls that effectively limit secondary exposure to environmental tobacco. Patients who meet specific criteria (see below) and for whom a licensed independent practitioner (LIP) writes a medical order explicitly stating that the patient may smoke in the designated patient smoking area may access the "*Patient Smoking Area*".

PROCEDURE

Smoking Inside the NIH CC

- ⌚ The prohibition of smoking inside the NIH CC (including stairwells, garages, and inside cars in the garages) will be strictly enforced by the NIH police;
- ⌚ Citations will be issued to all violators according to NIH police policy;
- ⌚ The designated "*Patient Smoking Area*" is excepted from this enforcement (see below for procedures related to the management of the "*Patient Smoking Area*").

Smoking in Areas Adjacent to the NIH CC

- ⌚ Smoking is prohibited within 25 feet of any exterior wall of the Clinical Center complex, within 100 feet from entrances or exits to the Clinical Center and designated areas outside the Clinical Center.
- ⌚ No smoking areas will be clearly marked with signage;

- ⌚ NIH CC security staff will enforce this prohibition;
- ⌚ Staff found in violation of this policy will be subject to disciplinary actions outlined in the NIH Table of Penalties.

Use of the “Patient Smoking Area”

- ⌚ Patients must meet either of the following criteria
 - Patients unable to leave the confines of the NIH CC to smoke (e.g., patient pass privileges are restricted to the CC; patient has physical limitations) and for whom the LIP deems that prohibition of smoking would affect negatively the patient’s clinical status; and,
 - Patients for whom lack of access to a safe, accessible smoking area would affect negatively the patient’s participation in clinical research.
- ⌚ A LIP must place an order explicitly authorizing the patient access to the “*Patient Smoking Area*”;
- ⌚ Patients will be offered information about smoking cessation at the time of the initial request for access to the smoking areas is entered for the patient by the LIP, or designee;
- ⌚ The patient must request the use of a card key from the patient care unit nursing staff each time he/she wishes to access the “*Patient Smoking Area*”;
- ⌚ The patient will be instructed not to share his/her card key with any other patient, family member, visitor, or staff. If the patient violates this requirement, he/she will be subject to loss of privileges to use the “*Patient Smoking Area*”;
- ⌚ No staff member may smoke in the “*Patient Smoking Area*”.

PERFORMANCE MONITORING

Compliance with Smoking Prohibition Inside and Outside the NIH CC

The Clinical Center Office of the Chief Operating Officer will monitor and manage findings from performance assessment activities related to the procedures outlined in this policy. Findings from performance assessment activities will be reported to appropriate programs of care and organizational committees for review and improvement action.

Use of the “Patient Smoking Area”

The Clinical Center Office of the Deputy Director for Clinical Care will monitor and manage findings from performance assessment activities related to the use of the “*Patient Smoking Area*”. Findings from performance measurement activities will be reported to appropriate programs of care and organizational committees for review and improvement action.

NIH Dietetic Internship

POLICY on CONDUCT AND BEHAVIOR WHILE AT WORK

NIH Dietetic Interns are expected to follow the guidelines for conduct and behavior as stated in the Nutrition Department Employee Handbook.

During Orientation, NIH Dietetic Interns will be given a copy of the Nutrition Department Employee Handbook.

NIH Dietetic Internship

POLICY on ACCESS TO SUPPORT SERVICES

NIH Dietetic Interns are encouraged to discuss their professional concerns with the Internship Director who maintains an open door policy so interns feel comfortable approaching her. However, interns may occasionally have personal concerns they prefer to keep confidential. To support those needs, NIH Dietetic Interns can contact the Employee Assistance Program on the NIH campus for resources. The EAP website is <http://dohs.ors.od.nih.gov/eap/> .

NIH Dietetic Internship

POLICY on PARKING AND TRANSPORTATION

NIH Dietetic Interns are responsible for their own transportation throughout the program, whether to the NIH Clinical Center, outplacement rotations, optional rotations, or class days / field trips.

The intern is responsible for all liability for safety in travel to or from assigned facilities and for complying with state laws for carrying car insurance.

Interns receive passes for free parking in assigned parking lots on the NIH campus or can participate in the Transshare program which is a transportation incentive program sponsored by the NIH. Policies and procedures for this program are available at <http://dtts.ors.od.nih.gov/transshare.htm> .

The NIH Clinical Center is located on a metro route and traveling via metro rather than by car may be an acceptable alternative to driving to the NIH campus. However, cars are needed for traveling to class day events, outplacement rotations, and optional rotations.

NIH Dietetic Internship

POLICY on ETHICS

NIH Dietetic Interns are expected to abide by the ADA Code of Ethics. In addition NIH Dietetic Interns are expected to follow the spirit of ethics policies and procedures established by the NIH. The NIH Ethics Program website is at <http://ethics.od.nih.gov/>

From the NIH Clinical Center website...

“The Office of Government Ethics (OGE), a small agency within the executive branch, was established by the Ethics in Government Act of 1978. The Office of Government Ethics exercises leadership in the executive branch to prevent conflicts of interest on the part of Government employees, and to resolve those conflicts of interest that do occur. In partnership with executive branch agencies and departments, OGE fosters high ethical standards for employees and strengthens the public's confidence that the Government's business is conducted with impartiality and integrity.”

NIH Dietetic Interns will complete initial ethics training during the first month of the internship program. Additional ethics training may be scheduled as opportunities arise.

NIH Dietetic Internship

POLICY on INFORMATION TECHNOLOGY (IT) SECURITY

NIH Dietetic Interns are required to abide by the same policies and procedures related to IT security as other NIH employees. Interns are required to complete annual Information Security Awareness Training offered by NIH.

NIH has extensive policies and procedures related to IT security which are available at http://irm.cit.nih.gov/security/sec_policy.html . It is not possible to include all of these policies and procedures in this location. Please review the above link.

NIH Dietetic Internship

POLICY on FAIR LABOR STANDARDS

The training given to the NIH Dietetic Intern is for the benefit of the intern. She/he does not displace regular employees. She/he works under close supervision of the preceptor. The intern is aware that she/he is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

NIH Dietetic Internship

EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT

The NIH has developed extensive policies and procedures to comply with federal regulations on equal opportunity and to have proactive diversity management program. The following information is copied from the NIH Clinical Center website on Equal Opportunity and Diversity Management. While these policies were developed for paid employees, the NIH Dietetic Internship is also committed to diversity management and upholding all federal regulations regarding equal opportunity consistent with the following policies as relevant to the dietetic internship. Some policies, such as one on equal pay, are not relevant because NIH Dietetic Interns are not paid.

“The National Institutes of Health (NIH) Office of Equal Opportunity and Diversity Management (OEODM) serves as the focal point for NIH-wide policy formulation, implementation, coordination, and management of the civil rights, equal opportunity, affirmative employment, and workforce diversity programs of the NIH. The NIH is committed to maintaining its stature as a premier research institution by building an inclusive workforce, fostering an environment that respects the individual and offering an opportunity for each person to develop to his or her full potential in the pursuit and support of science.

Through the [Workplace Diversity Initiative](#) and Affirmative Action programs, the OEODM assists the NIH Institutes, Centers, and Offices in enhancing the diversity of the NIH scientific and administrative workforce. Our commitment to equal opportunity and diversity in recruiting, hiring, and career development at the NIH will help ensure the continued output of excellent science.

NIH EEO Policies & Guidelines

NIH has established policies and guidelines to ensure equal employment opportunity.

- [Policy Statement on Equal Employment Opportunity and Diversity Management](#) (January 26, 2005)
- [Policy Statement on EEO Management Directive 715 \(MD-715\)](#) (July 12, 2004)
- [Policy Statement on Reprisal](#) (June 22, 2004)
- [Policy Statement on Sexual Harassment](#) (June 8, 2005)
- [Policy Statement on Respect in the Workplace](#) (January 7, 2000)
- [Policy on Reasonable Accommodations](#) (August 1, 2001)

Federal EEO Regulations

The [U.S. Equal Employment Opportunity Commission](#) provides enforcement, oversight, and coordination of all federal equal employment opportunity regulations, practices, and policies:

- [Title VII of the Civil Rights Act of 1964](#) (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin;
- [Age Discrimination in Employment Act of 1967](#) (ADEA), which protects individuals who are 40 years of age or older;
- [Title I and Title V of the Americans with Disabilities Act of 1990](#) (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
- [Sections 501 and 505 of the Rehabilitation Act of 1973](#), which prohibit discrimination against qualified individuals with disabilities who work in the federal government.

NIH Dietetic Internship

POLICY on GRIEVANCES

Background

The NIH Dietetic Internship is committed in policy, principle, and practice to maintain an environment which is divest of illegal discriminatory behavior and which provides equal opportunity for all persons regardless of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation. This commitment is consistent with federal laws. A major responsibility emanating from this commitment is the provision of a fair, effective, and efficient mechanism that rectifies or eliminates practices and actions that are discriminatory and lack provision for due process.

What is a Grievance?

Definition

A grievance is an actual or perceived cause for protest or complaint arising out of some perceived or actual harm due to some action taken by a preceptor of the NIH Dietetic Internship. This alleged action has the impact of preventing the dietetic intern from completing requirements of the NIH Dietetic Internship. An Equal Opportunity and Diversity grievance alleges that this action caused the complainant to be treated differently on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation in violation of federal law. In addition, the NIH Dietetic Internship prohibits the differential treatment of employees, students, applicants for student status or employment on the basis of political belief or affiliation, and membership or nonmembership in any organization.

A grievance is a written complaint submitted to the NIH Nutrition Department. Grievances usually address one of two types of discriminatory behavior.

Discrimination Based on Disparate Treatment - Defined as treating some people less favorably than others. Intent to discriminate is important and sometimes can be inferred from the fact of differences of treatment.

Discrimination Based on Disparate Impact - Involves practices that fall more harshly on one group than another and cannot be justified by business necessity. (The intent to discriminate need not be shown in this case.)

The purpose of the NIH Dietetic Internship Grievance Policy is to provide a format for grievances and record of their outcomes.

Grievances must be in writing and have names of all parties involved. Anonymous grievances will not be addressed and will be discarded.

The grievance must be submitted on the official grievance form.

The Grievance Committee consists of:

Chief, Clinical Nutrition Services, NIH Clinical Center Nutrition Department;

Chief, NIH Clinical Center Nutrition Department;

One Clinical Research Dietitian, NIH Clinical Center Nutrition Department.

This policy and procedure applies to the management of grievances concerning performance and professionalism throughout the dietetic internship.

Grievance Procedure

1. The individual person whom the grievance concerns should be spoken to **directly** prior to grievance filing.
2. Grievances should be filed within fourteen (14) days of the date of the incident. Grievances must be in writing and have names of all parties involved. Anonymous grievances will not be addressed and will be discarded. The grievance must be submitted on the official grievance form.
3. Grievance steps begin the date the grievance is filed.
4. The Clinical Nutrition Services Chief, upon receipt of the grievance form, reviews the charge for accuracy and signs the form acknowledging receipt.
5. The Clinical Nutrition Services Chief will contact all parties and request information, arrange meetings, or assist in other methods of resolution. The Clinical Nutrition Services Chief will make all requests for information within seven (7) working days from date of receipt of grievance, for all parties involved. All information requested must be provided to the Clinical Nutrition Services Chief within three (3) working days from date of request.
6. The Clinical Nutrition Services Chief will interview all parties related to the complaint and/or with knowledge pertinent to the complaint within seven (7) days of receiving the complaint.
7. Related data and documents ("evidence") from all parties must be submitted to the Clinical Nutrition Services Chief within ten (10) days of the date the complaint is filed.
8. The Clinical Nutrition Services Chief shall ensure that all relevant facts have been gathered and presented to the Grievance Committee and parties involved. The committee will review all evidence and will interview all parties after reviewing all evidentiary documentation, but within fourteen (14) days of receipt of all related data and documents. The grievance committee may also interview witnesses relevant to the case.
9. The resolution and satisfaction of all parties is of utmost importance. The Grievance Committee's decision will be final. Resolution will be sought in no more than thirty (30) working days from date of receipt of grievance.
10. Written documentation showing resolution will be placed in the intern's Nutrition Department Internship file. The resolution will be dated and a copy sent to all parties involved.
11. The decision of the Grievance Committee is final. NIH Dietetic Interns are not employees of the National Institutes of Health or federal government and as such do not have grievance rights and privileges available to federal employees.

**NIH Dietetic Internship
GRIEVANCE FORM**

DATE FILED: _____

FILED BY (dietetic intern): _____

CONTACT PHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

GRIEVANCE REGARDING (be specific and brief):

(Attach one page typed summary of significant occurrences, dates and other pertinent information if needed)

PRECEPTOR OR STUDENT INVOLVED:

OPPORTUNITY FOR FILING COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION (CADE)

POLICY

The Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to a program's compliance with accreditation standards. CADE is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

PROCEDURE

A copy of the accreditation standards and/or CADE's policy and procedure for submission of complaints may be obtained by contacting staff at the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.